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*Report (weekly)*  
**FILED:  
RETURN TO**

RECORDS MANAGEMENT DIVISION

Chief, Management Staff

22 July 1954

Chief, Records Management Division

Weekly Report - Week ending 21 July 1954

1. The Chief, Graphics Register, has been advised that it will be inappropriate to provide for the storage of nitrate film in the new Records Center. This decision was based on information obtained from the National Archives indicating that nitrate film is a safety hazard. The Agency Safety Officer and the Emergency Planning Officer have concurred in this decision.

It is my understanding that a request has been made to the Real Estate and Construction Division for the construction of another special vault for the storage of nitrate film. Before such a project is undertaken, safety film should be moved by the Graphics Register to the present Records Center and the nitrate film stored in the space vacated by it. No special requirements are necessary for the storage of safety film. The Real Estate and Construction Division has been advised of our viewpoint.

2. Reports on the records management phases of the inspection being conducted by the I & R Staff, DD/P, have been completed and the last one was submitted on 15 July.



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Report For Week Ending 20 July 1954  
RECORDS CENTER BRANCH

Accessioning

The Center has received 9 cabinets of records from ORR. They are external research project records and came in from the field. Personnel from ORR will screen and box them in the near future.

Bound volumes of the FBID Daily Report, totalling 65 cubic feet has been received. The dates of these records are from 1941 thru 1948.

25X1 [ ] f GR/CD visited the Center along with 4 assistants. He is interested in storing approximately 1000 reels of negative safety film. It is presumed that this safety film is being removed from vaults in order to provide space for nitrate film. Mr. 25X1 [ ] decided that our Center Cartons and shelving would provide storage for the safety film.

During this week the following accessions were made:

00	65 cubic feet
Comptroller	5 " "
Logistics	4 " "
Personnel	4 " "
ORR	1 " "
Total	79 cubic feet

8 115.8 cu ft/24  
2 00005

Total accessions to date - 207.

Reference

Reference services on records has increased during this period. Ten special requests were handled and seven of these were for the Office of Research and Reports.

A complete set of regulations in the [ ] (Security) was forwarded to Regulations Control Staff. These regulations were needed in preparation for the Hoover Commission investigation headed by [ ]

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Disposal

Initiated Notification of Disposal Action for two jobs covering 15 cubic feet from the Office of Operations, Contact Division.

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Report for Week Ending 21 July 1954 from  
Records Disposition Branch

Project 4-77 - Records Management Survey, Office of Scientific Intelligence

Awaiting approval of the records control schedule by the six remaining elements of the Office.

Project 4-78 - Records Management Survey, Office of General Counsel

Awaiting the return of the General Counsel for his comments and approval of the survey report.

Project 4-79 - Records Management Survey, Foreign Broadcast Information Division

The disposal schedule for the records of this Division has been received by the National Archives. The Archives will return their appraisal report to us within the week.

Project 4-97 - Records Disposition Handbook

No change from previous report. Must await issuance of proposed regulation before handbook can be cleared and approved.

Project 4-113 - Records Management Survey, Foreign Documents Division

The disposal schedule for the records of this Division has been forwarded to the Congress for approval.

Project 4-116 - Records Management Survey, Security Office

No change from previous report.

Project 4-122 - Records Management Survey, Office of Chief of Operations and Sovmat Staff

The disposal schedule for the records of the Sovmat Staff with the appraisal report is being forwarded to the Congress for approval.

General Information

1. Security clearance was obtained for the disposal of pouch receipts used by the Contact Division, Office of Operation. All interested parties have been notified.

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2. A disposal list was prepared and submitted to the National Archives for a part of the records of the War Production Board that were transferred to the custody of this Agency.
3. Two analysts have been assigned to develop and activate a disposition plan for the records of the Office of National Estimates. Work will begin sometime this week. Form 30-27 will be submitted for assignment of a project number.



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Report for Week Ending 21 July 1954 from  
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics  
Office

a. Reports Management - No change from previous report. Project is 20% complete.

b. Correspondence Management - No change from previous report. Project is 70% complete.

Project 4-94 - Office of the Comptroller Reports Management  
Program

No change from previous report. Still awaiting the Deputy Comptroller's comments on the proposed program. Project is 23% complete.

Project 4-98 - Correspondence Handbook

Revised final typed copy with members of Clerical Training Branch, OTR, and discussed plans for introducing and distributing the Handbook through refresher training courses. The index is now completed. [redacted] secretary to the DCI, has the revised final copy of the handbook and is now reviewing it.

General Information

a. Discussed dispatch requirements with a group of stenographers and typists of TSS with a view to streamlining the Headquarters dispatch procedure through the use of carbon interleaved snap-out sets. It was apparent from the discussion that considerable standardization of copy requirements must precede the development of a standard dispatch set. In the interim, consideration will be given to Letterex for the preparation of all copies.

b. Discussed with [redacted] of Personnel the revision of the pattern correspondence and the two fliers prepared to accompany some of their correspondence. They accepted the map flier (Guide to Curie Hall) but rejected the flier on the basis that "printed information was not so apt to be read as a letter." At their request, the map is now being enlarged to full page and the letters are being reworked. Also discussed their numerical, alphabetical code system used in their pattern correspondence with a view to adapting a similar code to other Agency offices.

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Report for Week Ending 21 July 1954 from  
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

25X1 Tests of the combination record copy off-set master sets have  
25X1 been completed and were entirely satisfactory. In addition to  
the usual tests the masters were folded and refolded several  
times and given heavy handling to simulate rough mail handling.  
Despite the folding and heavy handling legible copies were  
produced with a minimum of clean up of the master. Test results  
were discussed with [ ] as well as our proposal that a  
Western Hemisphere station be picked as one of the testing  
installations. [ ] agreed to this proposal. Instructions  
are now being prepared for field stations outlining conditions,  
and requirements for field testing of both the dual master and  
combination set. Project 46% complete.

Project 4-86 - Forms Index

A new scheduled delivery date of 23 July has been established by  
the Reproduction Plant. Project 72% complete.

Project 4-95 - Forms Management Handbook

No change in status. Project 2½% complete

Project 4-103 - Preparation of Final Type Forms Copy By Forms  
Management Branch

No change in status. Project 10% complete.

Change in Forms Numbering System

Redesignation of existing forms and assignment of numbers to new  
forms is proceeding in an orderly fashion. Liaison with the  
Regulations Control Staff in the review of regulatory issues  
prescribing or implementing forms has been improving and many items  
are being picked up in publications and redesignated at this time.  
No objections have been raised by anyone to date over the change  
in the numbering system.

Forms Management Slides

Three additional slides dealing with conservation in the use of forms  
are being prepared for inclusion in the basic set. The slides will  
be used for training and briefing purposes.

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Clearance for Civilian Contractors

The Security Office has been requested to obtain a secret clearance for [REDACTED]

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Employee Suggestion #799 NCR Paper

Sample copies of NCR paper made up in three part tabulating stationery sets were furnished [REDACTED] Machine Records Division for testing. [REDACTED] completed limited tests and was quite well pleased with results, requesting a minimum of 100 six part sets for testing. We are trying to obtain 100 of these sets as well as to get a price quotation for 100,000 six part sets.

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Forms Management Seminar

The Office of Personnel has been advised of the proposed seminar and has been requested to make [REDACTED] of that office available as a speaker to present the Office of Personnel's Forms Management Program to Area Records Officer.

Individual and Group Information Reports Evaluations

Preliminary meetings have been held with [REDACTED] RQM/IA/FI/DD/P. to develop specialized forms for the evaluation of individual information reports, and groups of information reports. Evaluations will be conducted by IAC customers. Two specialized forms are being developed, one, a multi-carbon set and the other a combination record copy-hecto master set. Preliminary drafts of these forms have been completed and sent to the Reproduction Plant 20 July.

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General Information

[REDACTED] joined the staff of the Forms Management Branch 21 July 1954.

Summary of Individual Forms Activities

	<u>No of Requisitions</u>	<u>No of Copies</u>
New	5	36,200
Revisions	8	173,500
Reprints	-	-
Overprints	-	-
Other Forms	-	-
Total	<u>13</u>	<u>209,700</u>

Redesignated Forms 9

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Report for Week Ending 21 July 1954 from  
RECORDS SYSTEMS BRANCH

Project 4-76 - Records Management Survey, Medical Office

No change from previous report. Project is approximately 75% complete.

Project 4-79 - Records Management Survey, FBID

Project is continuing and is approximately 92% complete.

One analyst is on leave and the other is completing the removal of material from dead storage in the office.

Project 4-80 - Agency-wide Microphotography Survey

No change from previous report. Project is approximately 7% complete.

Project 4-81 - Security Desk Trays

No change from previous report. Project is approximately 86% complete.

Project 4-82 - Filing System - Handbook for the Subject Classification  
and Filing of Correspondence Records - HB 50-150

No change from previous report. Project is approximately 97% complete.

Project 4-83 - Vital Materials Deposit Schedule for All Offices

No progress this week.

Project 4-84 - Vital Materials Microfilm Projects

Microfilming of the OCD/BR dossiers continues. Project approximately 48% complete. Progress is still retarded pending completion of electrical repairs as reported last week.

Microfilming of Vital Materials in the Personnel Office is approximately 85% complete.

Project 4-96 - Vital Materials Handbook

Project is continuing and is approximately 11% complete.

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General Information

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[redacted] of DD/P and [redacted] of the Training Office  
visited the Repository last week.

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Vital Materials inventories for quarter ending 30 June 1954 have been distributed. Each Area Records Officer has been asked to review his or her portion of this inventory carefully. A follow-up will be made with each Area Records Officer to discuss the findings of these reviews.

A list of file series of vital materials deposits, in ORR, OO, and the Personnel Office, which will be summarized in future Vital Materials Inventories, have been supplied the custodian of the Repository. This completes the summarizing activity necessary for the printing of the revised annual Vital Materials Inventory.

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